California Global Warming Solutions Act of 2006

Data Certification Process and Questions

California Mandatory
GHG Emissions Reporting

California Air Resources Board
May 27, 2009

Introduction and Overview

- Introduction
- Facility Registration Review
- Data Entry Quick Summary
- Certifying Data Submissions
 - Unlocking Your Data
 - Verification Ready Data
- "Submitting" your Report
- General Questions, time permitting

Deadlines for Reporting

- 2009: Must report 2008 emissions in 2009
 - See Regulation and Guidance for methods
 - Reports due June 1, 2009
 - Verification is optional, reporting is not
- 2010: Emissions data report must meet full requirements of the regulation
 - Monitoring equipment and procedures should be in place by January 1, 2009
 - Reports due April 1 and June 1, depending on sector
 - Verification is required

Completing Reporting

- Register your facility immediately
 - Contact ARB if you do not have access codes (ghgreport@arb.ca.gov)
- Use Step-by-Step Guide(s)
 - http://www.arb.ca.gov/cc/reporting/ghgrep/ghg-tool.htm
- Keep working to complete report as soon as possible
- Certify report "submissions" to complete reporting

ARB Regulation: Who Reports?

- Cement plants
- Oil refineries ≥ 25,000 MT CO₂/yr
- Hydrogen plants ≥ 25,000 MT CO₂/yr
- Electric generating facilities (≥1MW & ≥2,500 MT CO₂)
- Electric retail providers and marketers
- Cogeneration facilities (≥1MW & ≥2,500 MT CO₂)
- Stationary combustion sources emitting ≥ 25,000 MT CO₂/yr





Extensive Help Documents

- Stepwise Reporting Tool Guidance
 - http://www.arb.ca.gov/cc/reporting/ghg-rep/ ghg-rep.htm
- Guidance Documents for questions about calculating GHG emissions
 - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-repguid/ghg-rep-guid.htm
- Reporting Requirements Summary Slides
 - http://www.arb.ca.gov/cc/ccei/meetings/meetings.htm
- Regulation and Staff Report (includes Regulation and other materials):

http://www.arb.ca.gov/regact/2007/GHG2007/GHG2007.htm

Accessing the Tool

- For facilities or entities subject to reporting, contact ARB if access codes have not been received
- For access to Training Site, contact ARB at ghgreport@arb.ca.gov

Reporting Checklist

Initial Steps

- 1. Prepare for Reporting
- 2. Register
- 3. Manage General Facility Information

Step 4-6: Facility Information Module

Steps 7-9: Annual Reporting Module

10. Perform QA Checks & Certify Report

Reporting Checklist

Facility Information Module

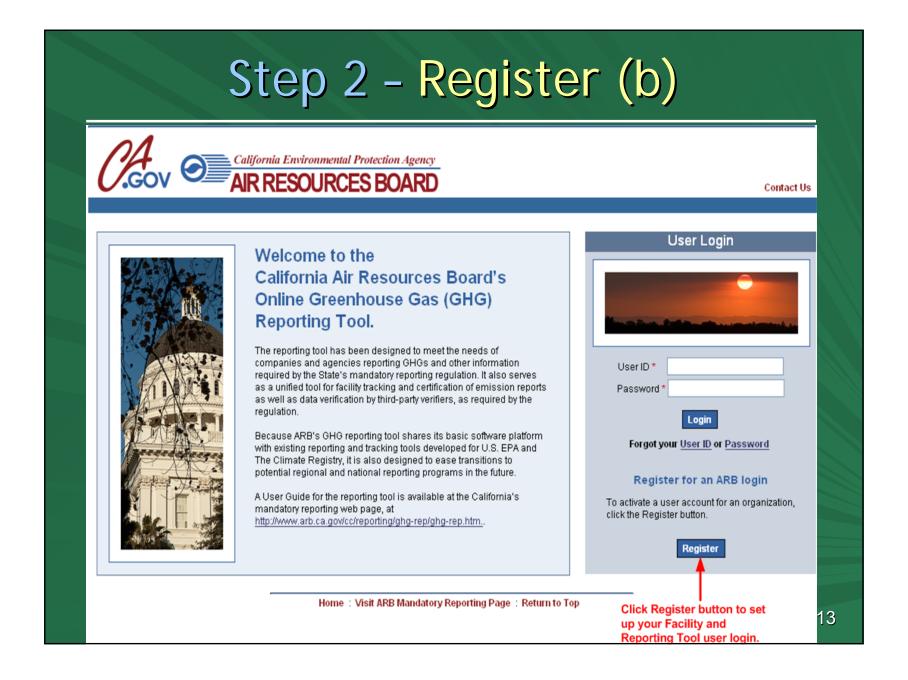
- 4. Set up Emitting Activities
- 5. Set up *Devices*, if needed
- 6. Set up *Generating Units*, if applicable Annual Reporting Module
- 7. Report Fuels and Emissions Data for Emitting Activities
- 8. Report Device Level Fuel Use, if needed
- 9. Report Generating Unit Information
- 10. Perform QA Checks & Certify Report

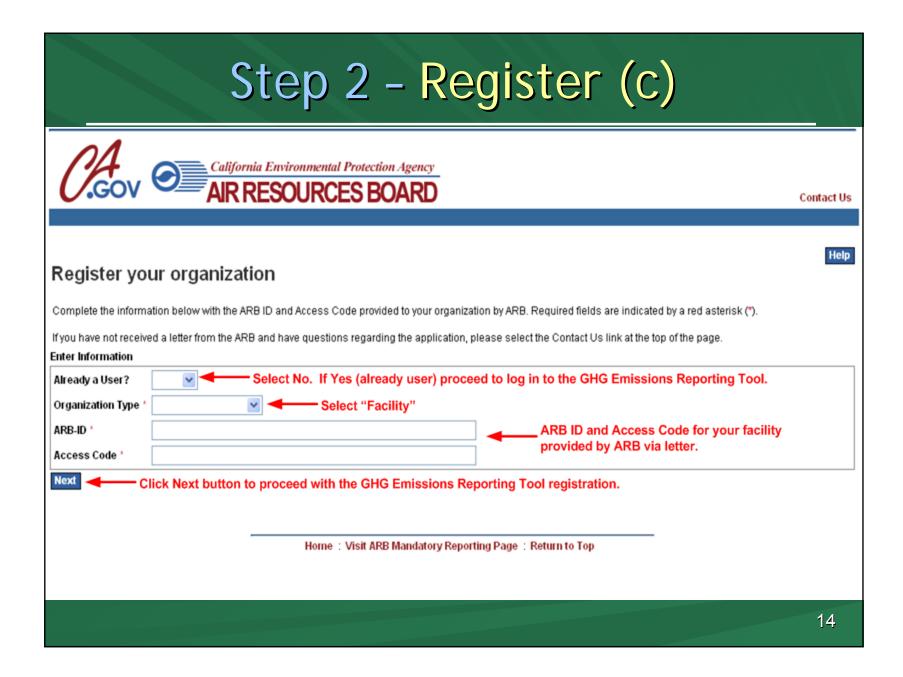
Step 1 - Prepare for Reporting

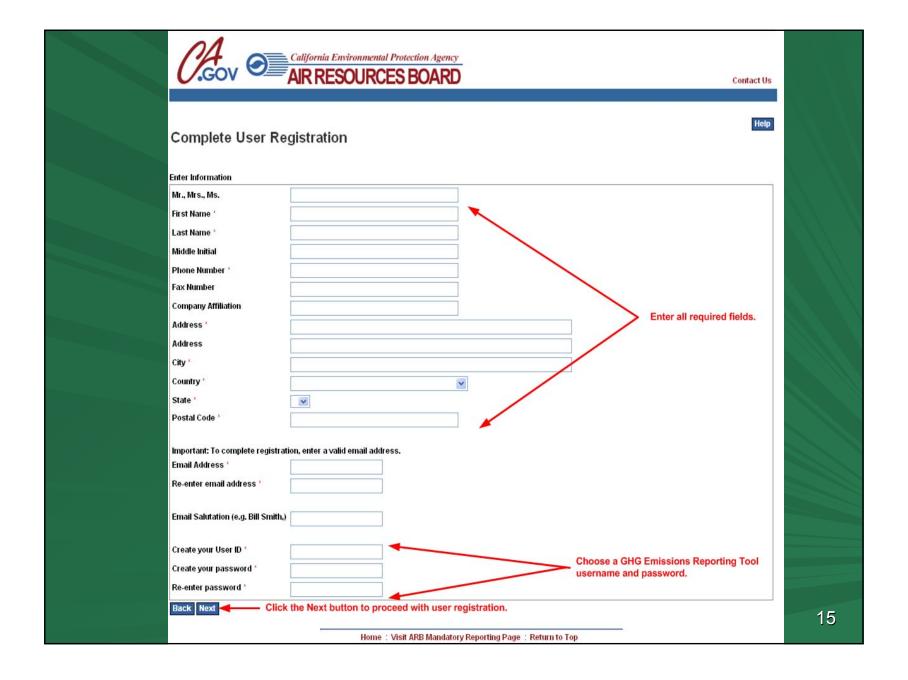
- Obtain Facility ID and Access Code
- Review Reporting Tool Primer
 - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm
- Review step-by-step guidance for reporting using tool
 - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghgstepwisegsc.pdf
- Collect Facility Information

Step 2 - Register (a)

- Use ARB ID and Access Code provided by ARB
- You must "Register" first, use the Registration button, not "Login"
- The first person to register is the default Facility Manager
 - Facility Manager certifies data as complete and accurate
 - Two people may be designated as Facility Managers



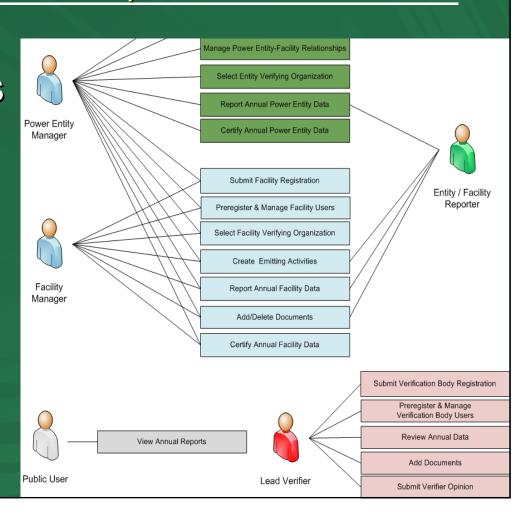


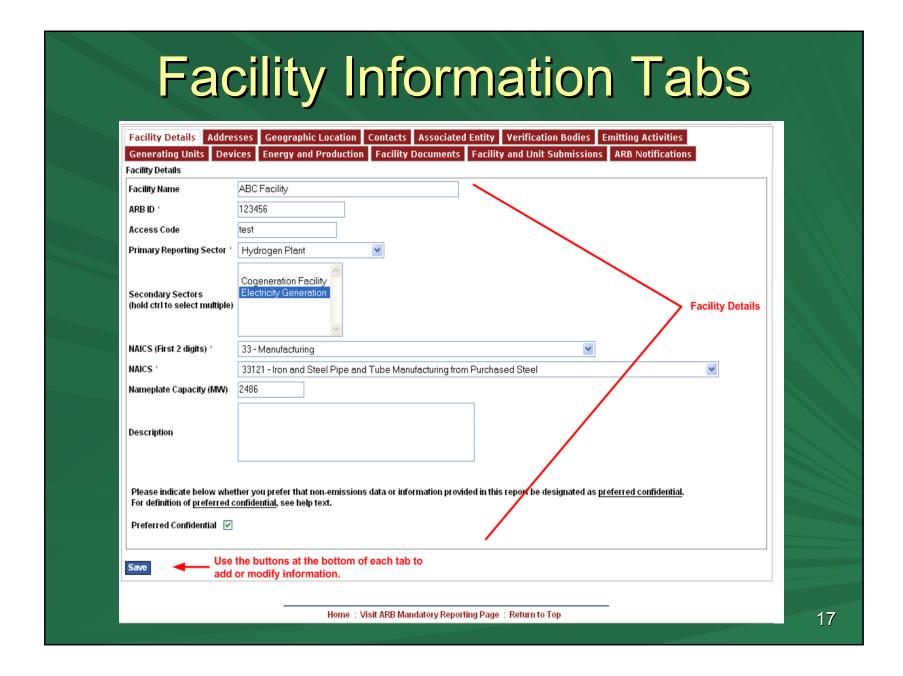


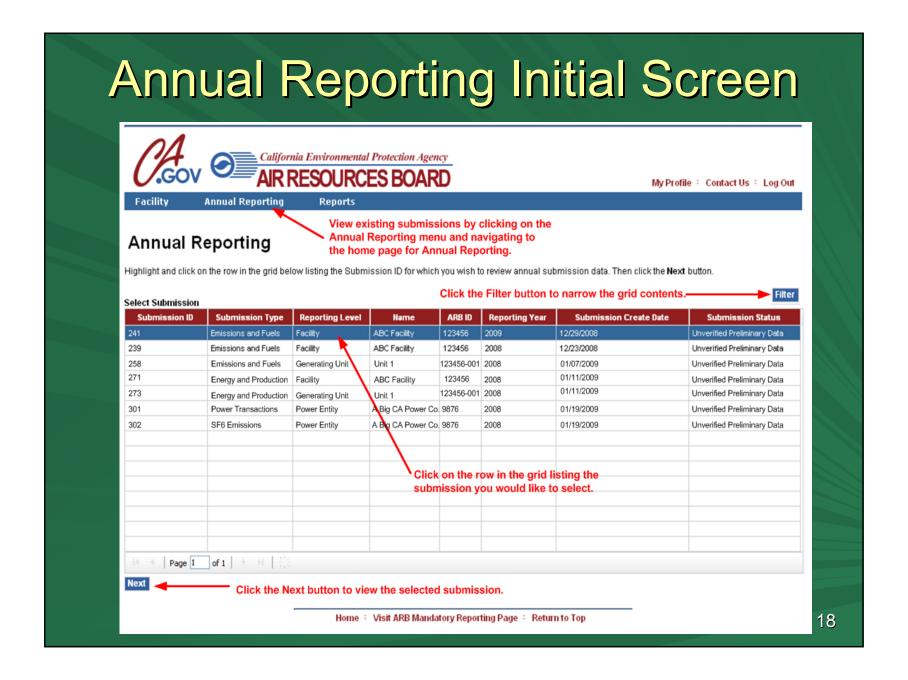
Mandatory GHG Reporting

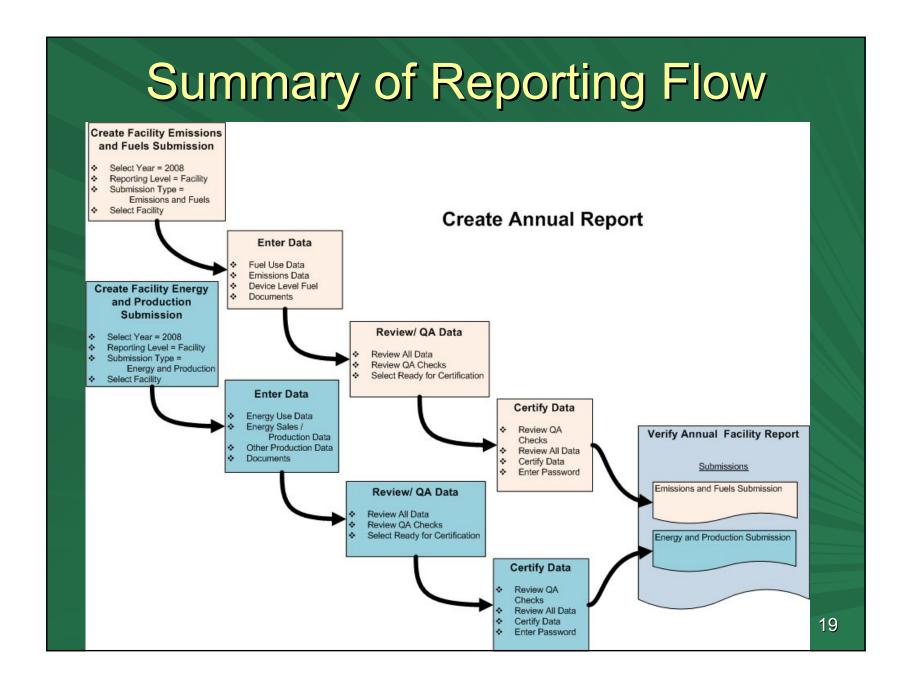
User Roles and Permissions: Facility Mangers and Reporters

- Access and responsibilities
- Facilitymanager rolesand reporterroles
- Two facility managers possible









New Features: Reports & Export

- Report Generator
 - "Report" link in blue bar on top of page
 - Provides emissions summaries
 - Provides details of all entered data
 - Will help data review process
 - Output to pdf, Excel, or csv file
 - Do not submit output to ARB Certified data in the tool is your submittal
- Export
 - Export data in grids to Excel
 - Helpful if many records are entered

* Quick Tool Demo * Review Registration Process Set Up of Facility Info Reports Questions Following Certification Slides

For Details: Reporting Resources

- Training Videos For each sector
 - http://www.arb.ca.gov/cc/reporting/ghgrep/ghg-tool.htm
- Step-by-Step Guides
 - http://www.arb.ca.gov/cc/reporting/ghgrep/ghg-tool.htm
- Regulation Guidance
 - http://www.arb.ca.gov/cc/reporting/ghgrep/ghg-rep-guid/ghg-rep-guid.htm
- ARB Staff

Certification of Reported GHG Data Submissions

Certification of Data Why Certification is Needed

- Certification ensures data integrity
 - Facility manager certifies data as accurate and complete
- Certification "locks" data to create a stable data set
 - Necessary for verification so data are not unexpectedly updated during verification process
 - Needed to provide stable reports to support annual reporting, fees, cap & trade programs
- Changes permitted under certain situations prior to verification opinion

Certification of Data: Key Terms

Reporting Step	Possible Submission Status	Description
Report	Unverified Preliminary Data	Status when a facility user has saved draft emission records, but before the entry of all emissions values are complete or QA checks are completed.
	Pending Certification	Status when the facility user (Reporter or Manager) has completed entry of emissions for that facility and completed QA checks.
Certify	Certified - Unverified Locked Draft Data	Status when Manager certifies that the data are complete and accurate. Reporter is 'locked' out of the data report. Manager can unlock data. With ARB approval, the verification body is added by the Reporter to have access to view the data report.

Certification of Data: Key Terms

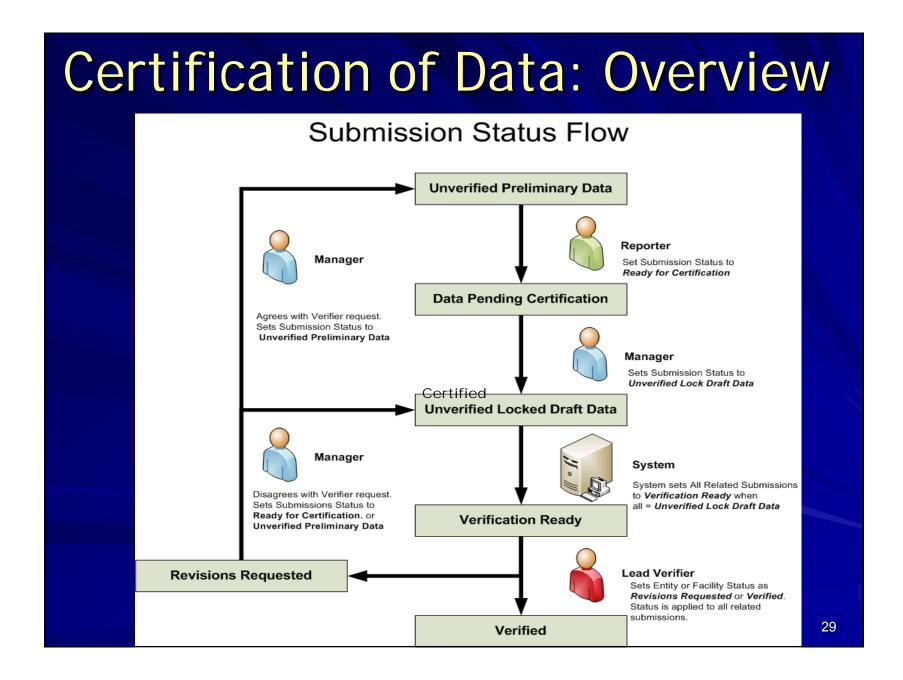
Reporting Step	Possible Submission Status	Description
Verify	Verification Ready	System changes status to "Verification Ready" when all associated submissions = "Unverified Locked Draft Data." This status enables the Verifier to view data associated with the organization. Data locked to Manager and Reporter. Reporting complete for 2009 submittal, unless verifying data. Data locked.
	Revisions Requested	Status when verifier has requested changes be made to the data.
	Verified	Status when the lead verifier has indicated that the verification is complete (positive or adverse).
Final	Final Data	Status when the ARB accepts all data for a reporting year and makes emissions data available to the public.

Understanding Submissions

- Submissions are created and accessed through "Annual Reporting" tab on blue top bar
 - Shortcut: After submissions are created, they can be quickly accessed through the red "Facility and Unit Submissions" tab on the Facility Information page
- Submissions contain data expected to change and be updated annually
 - Emissions and Fuels: Fuel use, estimated emissions, fuel parameters, "device"-level fuel use, etc.
 - Generating Units: Electricity or cogeneration units
 - Energy and Production: Electricity purchased, energy production, hydrogen, efficiency metrics, etc.
- Submissions linked to defined facility Emitting Activities, Generating Units, Devices

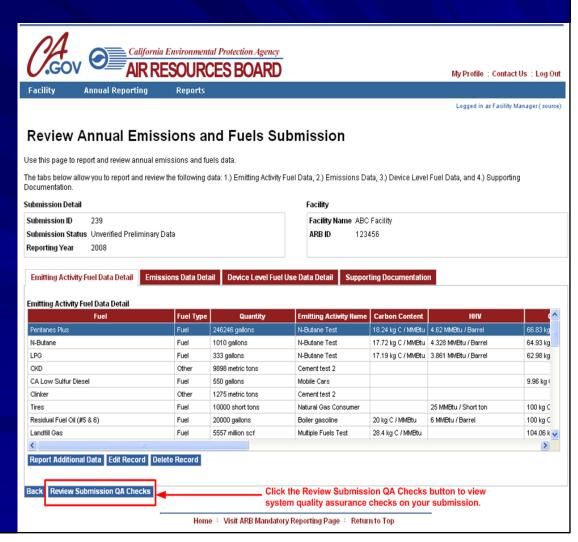
Certifying Submissions

- Each submission must be individually Certified by a Facility Manager
 - Submission must have status of "Data Pending Certification" set by Reporter or Manager to be Certified
- Individual certifications required because each submission might be created or entered by different users
- Manager doing certification must review QA checks prior to certification
- Certification possible with QA "Warnings" but "Failure" status will prevent certification or certification-ready status 28

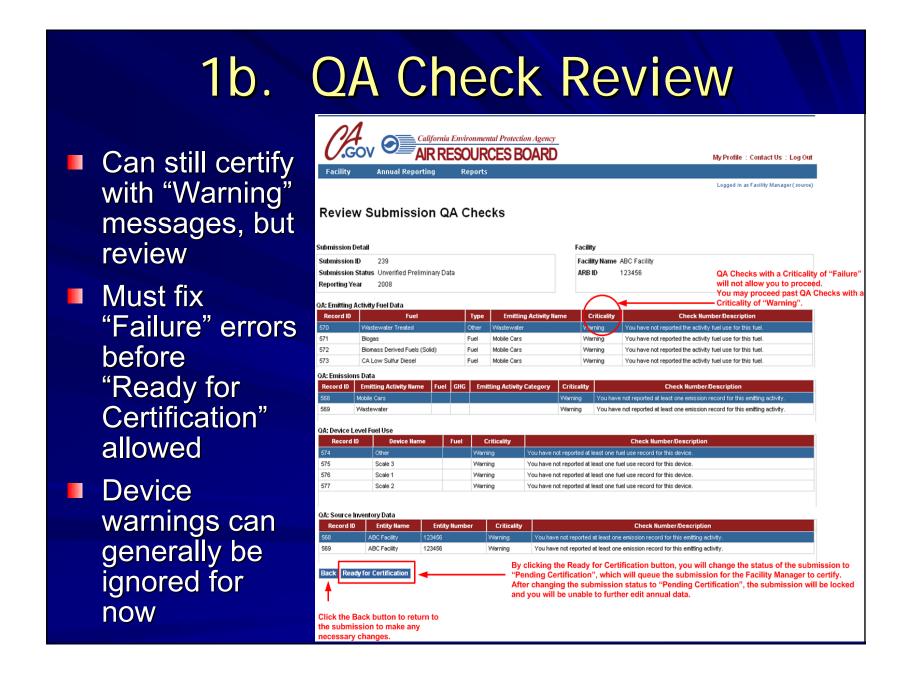


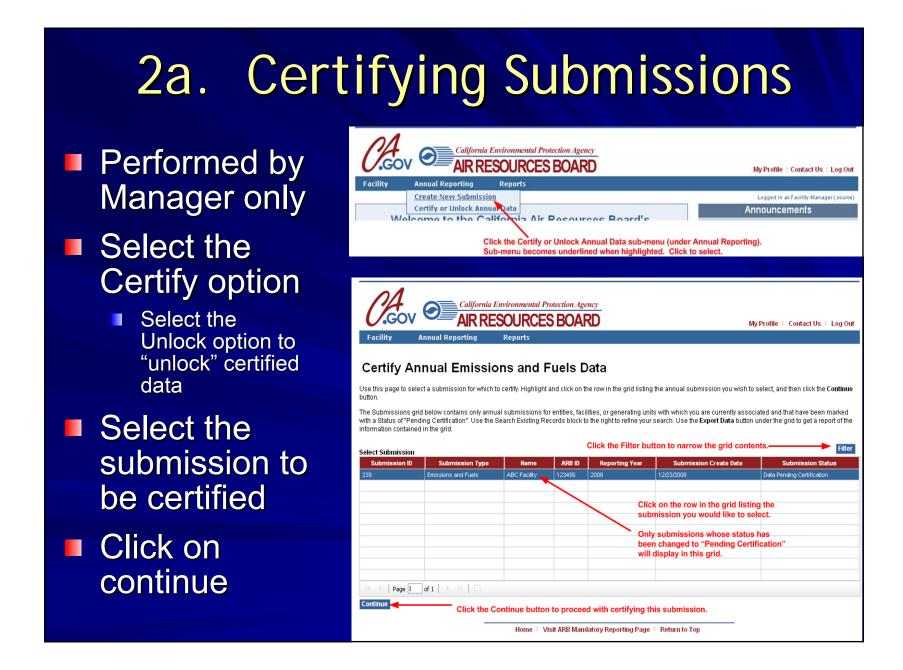
1a. Review Emissions and Fuels

- Can be performed by either Reporter or Manager
- Must review QA checks to set "Data Pending Certification"



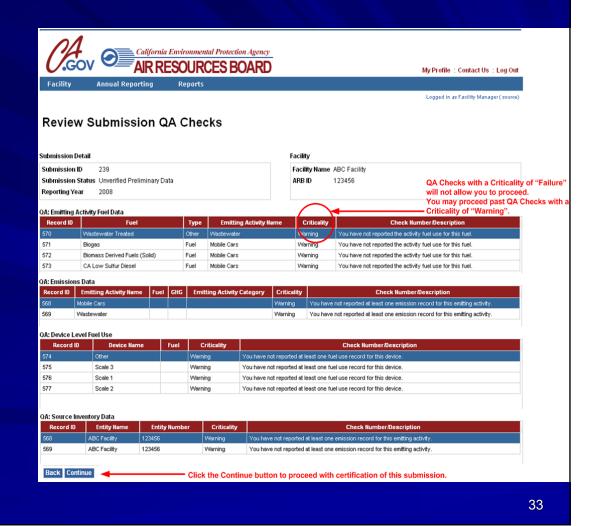
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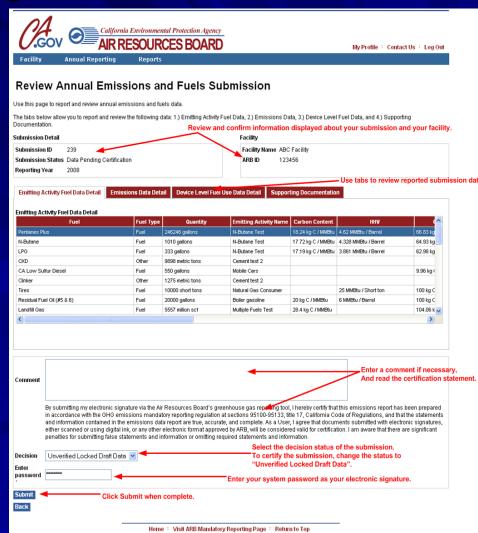
2b. Certifier QA Check Review

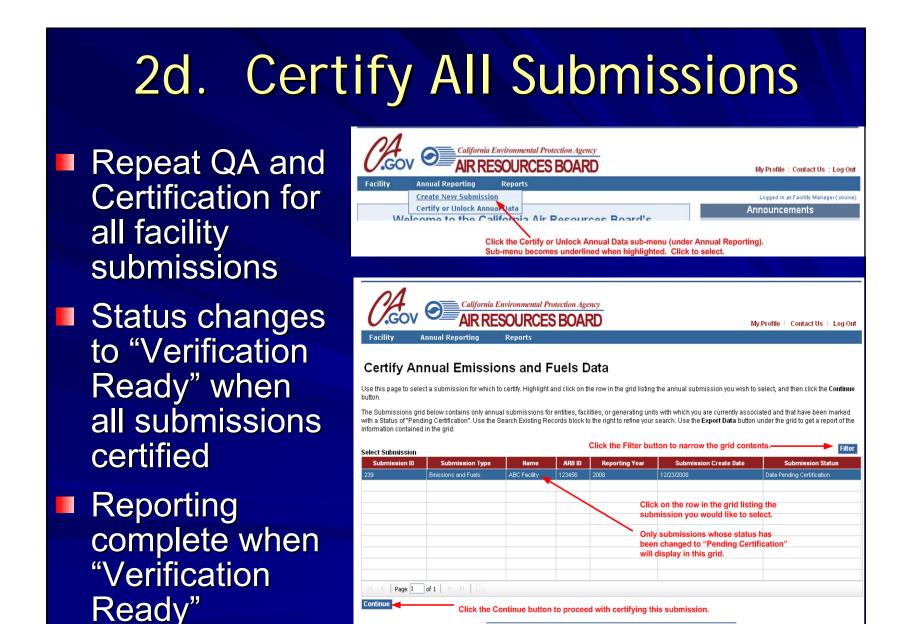
- Facility
 Manager
 performing
 "Certification"
 must also
 review QA
 checks
- If QA checks okay, click on Continue





- Summary of data in submission is shown
- If ready to certify, select:
 "Certified Unverified Locked Draft Data"
- Enter password and submit





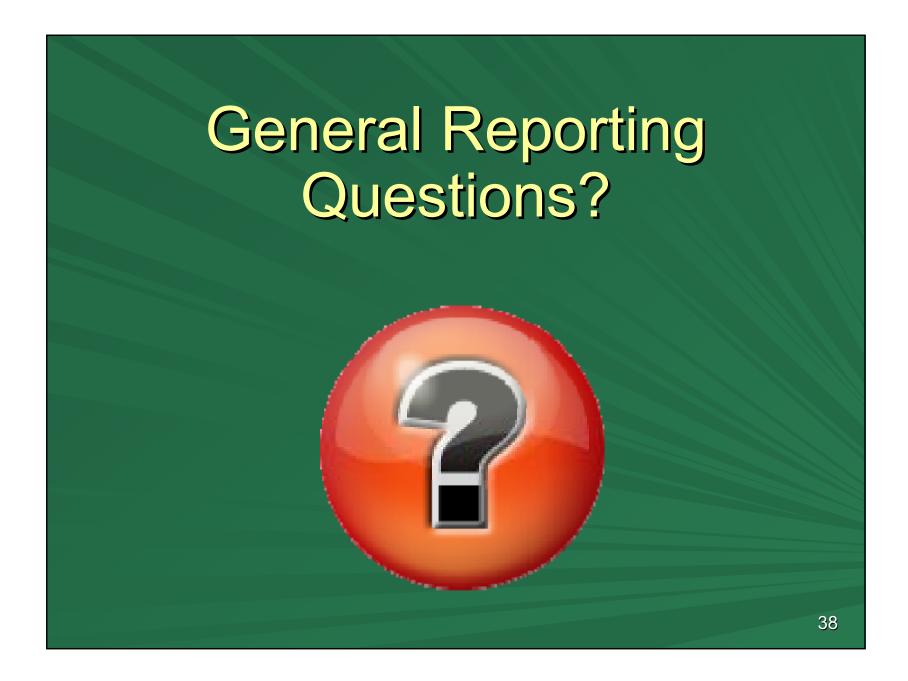
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Reporting Tool Data Certification Demonstration

- See Reporting Tool Users Guide for detailed instructions
- Chapters 9 & 10
- http://www.arb.ca.gov/cc/reporting/ ghg-rep/ghgtoolusersguide.pdf





Possible Questions

- Locked out after 3 login attempts
- Changing data after certification
- Configuring a facility with electricity Generating Units and other sources
- Determining the primary and secondary sector

Immediate Next Steps

- Register Before June 1 (important!)
 - Contact <u>ghgreport@arb.ca.gov</u> if you have lost your codes or need codes
- See Step-by-Step guides
 - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghgtool.htm
- Enter facility information, fuel use, emissions ASAP
- Run QA checks, review report output
- Certify all Submissions to finish reporting process; status to "Verification Ready"

ARB Contacts

General Email Address for Questions ghgreport@arb.ca.gov

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GHG Mandatory Reporting Website http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm



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